

# *Office of Security*

# *Trends and Highlights*

MAY

1974

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DIRECTORATE

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION SYSTEMS SECURITY GROUP

Trends and Highlights

May 1974

HIGHLIGHTS

STATINTL

1. On 28 May 1974 a member of the [redacted] of Security was afforded a briefing on Computer Security.

2. The Intelligence Community policy paper on the release of magnetic storage media was published and distributed within the Community and internally within the Agency.

STATINTL

4. Plans were completed for the Computer Security Seminar to be held by the Information Systems Security Group during June - July 1974.

5. The full-time assignment of a member of the Group to the Badge Office was concluded, and an evaluation of the Central Badge System (CENBAD) activities within the Badge Office was made. This evaluation contained the opinion that CENBAD could be run within the Badge Office and will benefit the Office of Security.

6. The After Hours Security Check of the OJCS software disconnect facility was concluded. This survey included a supplemental check of the terminals following improvement of security procedures in the OJCS Time Sharing Computer System brought about as a result of the initial survey. Security of remote terminals, in particular those in non-secure areas, was considerably enhanced.

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STATISTICS

Cases Pending 30 April	50
Cases Opened during May	38
Cases Closed during May	53
Cases Pending 31 May	33

ANALYSIS

The number of new cases opened showed a significant reduction. This decline was brought about by the transfers (without corresponding replacements) of a number of personnel. This required a re-evaluation of priorities and a closing out of pending cases prior to the acceptance of new. This realignment was further demonstrated by a corresponding reduction in cases pending at the end of the reporting period.

TRENDS

Personnel replacements are arriving and will continue to arrive through July. Formal and on-the-job training of these new personnel will occupy a good deal of time. New cases will increase slightly, and the trend will be a gradual return to previous case load levels.

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PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

May 1974

1. On 5 June, 43 military officers, soon to be assigned as attaches in overseas embassies, were given a briefing on the hostile opposition in the Headquarters Auditorium. The briefing covered the threat from recruitment attempts by the opposition and from hostile [ ] operations. The officers are presently at the Defense Intelligence School attending the attache class 3-74. STATINTL

2. Renovation and relocation of Logistics, Finance, Training, and Personnel Branches was completed in May 1974.

3. On 28 May 1974, the Office of Security response to the Program Call (Operating Plan 1975/Program Plan 1976) was submitted to the Plans Staff of the Management and Services Directorate. Prior to its submission, its content was completely coordinated with program managers throughout the Office.

4. In late May, the proposed Office of Security objectives for FY 1975/FY 1976 to be tracked at the Director and DD/M&S levels were restudied in coordination with Office program managers. As a result of this review, the DD/M&S has been asked to approve a substantial revision of these objectives in order to reduce their number, improve their trackability, and make them more meaningful and realistic.

5. Reprogramming of \$110,000 from within the Office of Security FY 1974 fund allocation to provide for reconfiguration of the Security Duty Office/Command Center and [ ] Branch space on the first floor of the Headquarters Building and update of equipment was approved by the DD/M&S on 23 May. Additionally, \$220,000 of unobligated funds were made available to accommodate unfunded requirements of other DD/M&S components. The latest injection of funds into the [ ] funding mechanisms includes approximately \$125,000 surge funding from FY 1974 funds to provide for FY 1975 expenses. STATINTL

6. Office of Security obligations as of 31 May 1974 (91.7% of the FY) totaled 91.9% of the FY 1974 allocation. STATINTL

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SECURITY RECORDS DIVISION

Trends and Highlights

May 1974

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1. When compared to last year, the cumulative statistics suggest a static situation in terms of increased work, leveling at about 13 percent.

2. Case Processing and Communications activities continue a slow downward trend. Although still considerably less than a year ago, Information Processing Check activities show a reversal toward greater volume. Filing activities also show a slowing in its downward trend.

3. In other activities, the volume of work remains high with a slight indication of a downward trend. This applies to Indices, Microfiche and Compartmented Information recordkeeping activities. Computer Support activities continue to show an increase in volume, attributable to the heavy purging of large groups of names to continue for some months. Some 40,000 names were purged this month, dropping the total number of names in the Office of Security Personnel Index below the 1,900,000 level. A net decrease of 114,763 names has taken place since the index peaked at 2,012,761 on 31 October 1973.

4. Monitoring of the SPECLE and SANCA terminals indicated that the down-time for May was considerable--44 hours and 41 hours respectively. In addition, the SANCA batch run was late more than 29 hours.

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Work Measurement Statistics - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through May 1973		Cumulative Through May 1974		% Productivity + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
1. Case Processing.	1. Cases opened based on requests for a security clearance	26,666	10	24,391	11	-16.9
2. Indices Activities	2. Collective total of manual name searches, cards filed, names changed, cards typed, cards purged, names grouped, security documents numbered	170,534	7	220,476	7	+29.2
3. Filing Activities	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, PSU requests, scope searches	756,184	14	657,398	12	+9.9
4. Computer Support Activities	4. Collective total of names searched, case searches, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions	718,803	10	905,597	10	+25.4
5. Communication Activities	5. Collective total of pouch manifest items, teletype, dispatch, Agency cable and non-Agency cable traffic handled	59,550	3	57,075	3	-4.2
6. Case Analysis Activities	6. Collective total of cases completed, case summaries prepared, and reference material reviewed and summarized	13,423	5	14,421	5	+3.6
7. Information Services Group Check Activities	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors, and ISG checks levied on OS	18,586	2	13,351	2	-28.2

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## SECURITY RECORDS DIVISION

Work Measurement Statistics - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through May 1973		Cumulative Through May 1974		% Productivity + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
8. File Retirement Activities	8. Collective total of files reviewed for retirement/microfiche, files retired, and files microfiched.	27,897	3	28,841	3	+3.4
9. Microfiche Activities	9. Collective total of pages prepared and files filmed.	82,038	2	436,380	9	+18.2
10. Compartmented Information Activities Recordkeeping	10. Collective total of changes to master record, names searched, and cable actions.	377,044	10	408,257	10	+8.2
11. Compartmented Information Activities - Briefings	11. Briefings/debriefings conducted.	2,046	1	2,231	1	+9.0
12. Outside Agency Name Check Activities	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	76,403	4	78,221	4	+2.4
	CUMULATIVE TOTALS	2,329,174	71	2,846,639	77	+13.1

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SPECIAL SECURITY CENTER

Trends and Highlights

May 1974

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1. A two-man Office of Security survey team (including a representative from the Special Security Center) has begun a survey of the Intelligence Community Staff security procedures and processes.

2. Secretary services were provided in support of the 14 May 1974 Meeting of the Security Committee. Staffing support included a CIA suggested revision to DCID 1/11, Security Committee, still awaiting consideration by the United States Intelligence Board.

3. The Special Security Center continues to participate in proceedings of the COMIREX ad hoc group undertaking a revision of TKH controls. A draft revised TKH Control Manual is expected to be ready for COMIREX consideration by 1 July 1974.

4. Consultation between SAFSS, Office of ELINT, and the Special Security Center was effected resulting in a plan to allow controlled dissemination of certain sensitive compartmented information within TKH channels, thereby enhancing product analytical work conducted at the Department of Defense science and technology centers.

5. Compartmented intelligence security briefings were conducted of eleven (11) CIA and 28 non-CIA personnel. The non-CIA personnel included officials of the Departments of Agriculture and Justice, the Drug Enforcement Agency, Federal Energy Office, United States Information Agency, Environmental Protection Agency, the White House, Federal Reserve Board and the National Security Council, in addition to three members of the Joint Atomic Energy Intelligence Committee of USIB.

6. Facilities at the following locations were accredited for storage of compartmented intelligence materials:

Naval Intelligence Support Center, Suitland, Maryland  
Naval Weapons Center, China Lake, California  
Naval Investigative Service, Hoffman Bldg., Alexandria, Virginia  
Kirtland Air Force Base, Albuquerque, New Mexico  
USS La Salle  
Naval Research Laboratory, Washington, D. C.

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## ADMINISTRATIVE - INTERNAL USE ONLY

## CLEARANCE DIVISION

## Time Factors in Processing Overt &amp; Semi-Covert Cases

May 1974

1. PROCESSING TIME (For * <u>170</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel  (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	36	2	4	42

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	26
b. 31 to 60 days	136
c. 61 to 90 days	7
d. 91 to 120 days	1
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	18	0
	Total	18

\*This figure does not include 7 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 177 CASES.

## ADMINISTRATIVE - INTERNAL USE ONLY

Monthly Activities of the PSI Directorate

May 1974

Clearance Division Activity

Total Cases Received	2154
Total Field Cases Received	1106
Total Cases Processed	2309
Total Field Cases Processed	1067
Total Cases Pending	3300
Total Field Cases Pending	1799

Field Office Investigative Assignments

Total Received	1703
Total Completed	1596
Total Pending	2135

Security Support ActivityOperational Support

Total Headquarters and Field Office Manhours	5408
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1011
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TATINTL

Research

Overt 182 (122-fav; 43-note; 17-unfav; 0-incl)	
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Covert 18	
Total	193

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PHYSICAL SECURITY DIVISION

Office of Security

Monthly Report    May    1974

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Monthly

Cumulative  
Total FY-74

1.

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PhySD Monthly Report for May 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY- 74</u>
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	<u>59</u>	<u>745</u>
Overseas Violations Correlated	<u>20</u>	<u>260</u>
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)		
	<u>3</u>	<u>34</u>

3. HEADQUARTERS ACTIVITIES

## Security Duty Office

Incidents Involving Written Reports	<u>69</u>	<u>775</u>
Security Assistance Cases	<u>1,876</u>	<u>16,559</u>
Security Inspections of Agency Facilities	<u>279</u>	<u>3,420</u>

## Security Services

Security Equipment Service Calls	<u>775</u>	<u>17,019</u>
Special Support Assignments	<u>124</u>	<u>1,162</u>
<u>          </u> Escort Assignments	<u>608</u>	<u>6,753</u>
Armed Escort Assignments	<u>6</u>	<u>124</u>

4. SAFETY

Safety Inspections Completed	<u>0</u>	<u>13</u>
Headquarters Safety Support Actions	<u>35</u>	<u>357</u>
Accident Investigations and Reviews	<u>67</u>	<u>612</u>
Analytical and Statistical Reports Prepared	<u>3</u>	<u>13</u>

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PhySD Monthly Report for May 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative - Total FY- 74</u>
SAFETY (continued)		
After-hours Drills Accomplished	<u>2</u>	<u>4</u>
Fire Protection and Prevention		
Briefing and Training Sessions	<u>1</u>	<u>8</u>
Equipment Tests	<u>2</u>	<u>2</u>
Educational and Promotional Actions (Safety Literature Distributed)	<u>3,000</u>	<u>34,168</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>104</u>	<u>478.5</u>
Man-days on Domestic TDY	<u>12</u>	<u>180.5</u>
Total Man-days on TDY	<u>116</u>	<u>180.5</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>81</u>	<u>959.5</u>
Man-days in External Training	<u>0</u>	<u>3</u>

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Technical Security Division Monthly Report for May 1974 (Cont.)

	<u>Monthly</u>	<u>Cumulative Total FY- 74</u>
<b>3. <u>BRIEFINGS AND SERVICES</u></b>		
<u>Briefing Program</u>		
Briefing Conducted	17	127
Personnel Briefed	295	2,976
<u>Training</u>		
Personnel Trained in Security Equipment	27	121
<u>Procurement</u>		
Material Requisitions Initiated	13	230
Dollar Value of Procurements Initiated	\$167,241.48	\$1,003,033.02
<b>4. <u>ENGINEERING AND PLANNING</u></b>		
Liaison Meetings with Other Agencies	1	36
R&D Contracts Followed	10	NA
Dollar Value of Contracts in R&D	\$764,000	NA
Technical Security Division Contracts Monitored	6	NA
Dollar Value of Technical Security Division Contracts	\$755,000	NA
Visits with Contractors	6	218
<b>5. <u>INTERAGENCY TRAINING CENTER</u></b>		
Weeks of Regularly Scheduled Training	3.6	24.6
Number of Students	15	182
Weeks of Special Training	0	3.6
Number of Students	0	26
<b>6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u></b>		
Man-Days on Overseas TDY	283	1586
Man-Days on Domestic TDY	3	220
Total Man-Days on TDY	286	1806

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Technical Security Division Monthly Report for May 1974 (Cont.)

	<u>Monthly</u>	<u>Cumulative Total FY- 74</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-Days in Internal Training	<u>15</u>	<u>221</u>
Man-Days in External Training	<u>0</u>	<u>0</u>

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